



अंडमान तथा निकोबार द्वीप समूह खादी तथा ग्रामोद्योग बोर्ड  
**A & N ISLANDS KHADI & VILLAGE INDUSTRIES BOARD**  
श्री विजय पुरम / Sri Vijaya Puram  
email ID : anikviboard@rediffmail.com, Ph. : 03192 233301

## VACANCY NOTICE

Applications are invited from the willing and eligible employees working under the Central / State /UT Govt. / Public Sector Undertakings and Autonomous Organizations for filling up of the post of Development Officer in A&N Islands Khadi & V.I. Board on deputation (ISTC) plus promotion basis as per the eligibility indicated against the post as detailed below :-

1.	Name of the Post	<b>Development Officer</b>
2.	Scale of Pay / Pay Matrix and Level	Rs.35400 – 112400, Level -6
3.	No. of Vacancy	<b>01 (one)</b>
4.	Method of recruitment	<b>Deputation (ISTC) plus promotion</b> Officers from the Central /State/Union Territories Govt. / Autonomous organizations/ Public Sector Undertakings. (a) (i) Holding analogous posts on regular basis in the present cadre/Department (OR) (ii) with 6 years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Rs.29200 – 92300 with Level -5 (And) (b) Possessing Degree in Engineering in any discipline from recognized University (OR) Master Degree in Science/Commerce from a recognized University. (Technical Assistant working in the KVIB in the Pay Matrix Rs.29200 – 92300 with Level -5 with 6 years service in the grade will also be considered alongwith the outsiders and in case, he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion). (The departmental candidates in the feeder category who are in the direct line of promotion will not be eligible for considering appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment on promotion.)  (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of the receipt of application.
5.	Duties & responsibilities	<b>Job Description</b> The Development Officer shall function as overall in-charge of Technical and Marketing Section, and a. Shall be responsible for extension of technical guidance to the prospective entrepreneurs regarding setting up of self employment venture, selection of viable projects and other back up services. b. Shall be responsible for collection of data regarding

		<p>production, sales and employment generated by the KVIB assisted units and submission of consolidated Annual Progress Report to KVIC/ others.</p> <ul style="list-style-type: none"> <li>c. Shall be responsible for participation in the State Level Exhibition / Block Mela / Khadi Sales-cum-exhibition / Flea Market etc.</li> <li>d. Shall be responsible for preparation of success stories of KVIB assisted units.</li> <li>e. Shall be responsible for assisting in physical verification and concurrent evaluation of PMEGP units.</li> <li>f. Shall be responsible for conducting of State Level TFC and Monitoring Committee meetings and Bankers Workshop under PMEGP scheme.</li> <li>g. Shall be responsible for implementation of HRD programme.</li> <li>h. Shall be responsible for conducting Island wise industrial Potentiality Survey alongwith backward &amp; forward linkages etc.</li> <li>i. Shall perform such other duties as the Executive Officer or Secretary may delegate to him from time to time.</li> </ul>
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The deputation period for the above mentioned post shall be initially for a period of one year which could be extended up to 3 years on the basis of the performance of the concerned incumbent.

The employees who are eligible and willing may submit their applications in the prescribed proforma annexed herewith, addressed to the Executive Officer, A&N Islands Khadi & V.I Board, Udyog Parivar, Middle Point, Sri Vijaya Puram – 744101 through proper channel along with (1) Vigilance clearance, (2) Integrity Certificate signed by the Head of the Department and (3) attested copies of ACR's/APAR's for the preceding 05 years etc. latest by 1600 hrs on 14-05-2025 positively.

Applications for those employees against whom disciplinary / criminal cases are pending or being contemplated may not be forwarded.

Incomplete applications and those received after the due date indicated above shall not be entertained.

  
**EXECUTIVE OFFICER**  
**A&NI KVIB, SRI VIJAYA PURAM.**

**PRO FORMA**  
**PART-A**

1.	Name in block letter				
2	Father's / Husband's name				
3.	Permanent address/ Mailing address along with Contact No.				
4.	Date of Birth				
5.	Educational qualification				
6.	Date of commencement of service				
7.	Post held and date from which the present post is held.				
8.	Pay Level & existing Pay applicable to the present post				
9.	Present Pay & Pay matrix				
10.	Particulars of previous postings/assignments from the date of entry into service				
Sl. No	Post held	Period	Pay matrix and pay	Whether Ad-hoc/ Regular.	Name of Employer & Department
11.	Duties performed / experience				
12.	Details of previous deputations /ex-cadre assignments				
13.	Any other information				

**Signature of applicant**

**PART – B**

***(To be filled and signed by HOD/Office)***

Certified that :-

1. The particulars furnished by the applicant have been verified from the service book of the official and found correct.
2. No disciplinary / criminal cases are pending or being contemplated against the official.
3. His / Her integrity is certified.
4. Certified copies of his / her ACRs/APARs for the preceding 05 years, Vigilance clearance certificate are enclosed.
5. In case of selection of the candidate he/she will be relieved immediately.

**Signature & Seal of the Head of Department / Office**

